Inmate Accounts

1002.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures for managing, handling and accounting of all money belonging to inmates that is held for their personal use while they are incarcerated in this facility.

1002.2 INMATE ACCOUNTS

The Office will establish an inmate account for the purpose of receiving funds from authorized sources for inmate use. A separate account will be established for each inmate when he/she is booked into this facility.

When an inmate is admitted to the correctional facility, a written, itemized inventory of the money in the inmate's possession shall be completed. Any subsequent deposits to the inmate's fund shall be inventoried and documented. An inmate shall be issued a receipt for all money held until his/her release.

An inmate may use money in his/her inmate account for bail or to purchase items from the inmate commissary. Inmates may receive and release money while in custody. Funds will be made available to inmates for their use in accordance with the rules and regulations established by the Chief Deputy of Corrections.

1002.3 FUNDING SOURCES

The inmate account will only accept funds for deposit from approved sources. Funds deposited into an inmate's account will first be used to settle the inmate's negative balance, should one exist.

1002.3.1 DEPOSITS DURING BOOKING

With the exception of legally prescribed fees (e.g., booking fees, pay to stay), all money received during the booking process shall be deposited to the inmate's account after the inmate signs an acknowledgement agreeing to the amount.

1002.3.2 DEPOSITS THROUGH THE MAIL

U.S. Postal money orders and U.S. Treasury checks (no other types of money orders will be accepted) received through the mail will be endorsed by the inmate and posted in the jail accounting system onto the inmate's account. A receipt will be given to the inmate. If the inmate refuses to endorse the money order, it will be returned to the sender. Under no circumstances will the unsigned money order be retained in the inmate's personal property. Unauthorized money orders and personal checks will not be accepted and will be returned to the sender with a "Denied Mail Notice" so the sender may understand why their mail was returned. A copy of this notice will also be given to the inmate.

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1002.3.3 VISITOR DEPOSITS

Only approved visitors may deposit funds into an inmate’s account.

The staff receiving deposits shall post funds received to the inmate's account and prepare a validated receipt for the transaction. A copy of the transaction receipt shall be provided to both the inmate and the person making the deposit.

1002.4 AUTHORIZATION FOR SELF-BAIL

Inmates wishing to use their personal funds as bail must sign a printed check drafted from their account made out to the appropriate court or bonding agency. All self bail transactions must be approved by the on duty supervisor.

1002.5 RELEASE OF FUNDS TO OTHER PERSONS

Inmates wishing to release all or part of their personal funds to a person who is not in custody must submit a written request to the Chief Deputy of Corrections or designee.

1002.6 RELEASE FROM CUSTODY

Staff members will receive a daily roster of inmates scheduled for release. Each inmate’s account will be accessed and a release debit card will be generated and issued to the releasing defendant. The exception to this is agency-to-agency transfers, in these cases, a check will be drafted and issued to the defendant for transport to another agency.

1002.7 SECURE BANKING OF INMATE FUNDS

All monies collected by custody personnel shall be secured daily in an officially designated and secure place, and verified by a supervisor.

1002.8 AUTOMATED KIOSKS

The use of automated kiosks for the deposit of monies into the inmate trust fund or to transfer inmate monies for the purchase of commissary or other authorized items will meet the financial accounting requirements of this policy and other standard financial practices.

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